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***Indo-Australian Fund for S&T Cooperation in Biotechnology***

***(Indo-Australian Biotechnology Fund)***

**Guidelines for Round Nine (2015-2016)**

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## PURPOSE OF THESE GUIDELINES

These guidelines are provided to assist applicants in lodging an online application under Round Nine of the Indo-Australian Biotechnology Fund (IABF).

The guidelines apply only to Indian IABF applicants. Australian applicants must apply to the Australian Government.

**Part 1** of the guidelines provides an overview of the IABF, which includes information on the funding components, current priority areas for funding and important dates for Round Nine.

**Part 2** provides information on the eligibility requirements that must be met in order to successfully apply for funding under Round Nine.

**Part 3** provides information about funding provided to successful applicants.

**Part 4** provides the IABF assessment criteria that will be used in determining successful proposals under Round Nine.

## SYMBOLS



**This symbol indicates information that is essential for completing an application. These reminders and examples have been included to assist with preparation of your application form.**

# PART 1 – OVERVIEW

## 1.1 BACKGROUND AND OBJECTIVES

The Indo-Australian Biotechnology Fund (IABF) is a platform for bilateral collaboration in science jointly managed and funded by the governments of India and Australia.

Since its establishment in 2006, the IABF has supported collaborative, leading-edge research between scientists in Australia and India across a range of agreed priority areas. It has also helped to build linkages between premier research and educational institutions in both countries.

The objectives of the IABF are to:

- Increase the uptake of leading edge science and technology (S&T) by supporting: collaboration between Indian and Australian researchers in strategically focussed, leading edge, scientific research and technology projects; and strengthening strategic alliances between Indian and Australian researchers.
- Facilitate India's and Australia's access to the global S&T system.

The *Indo-Australian Biotechnology Fund* is managed jointly by the Department of Biotechnology (DBT), Government of India and Department of Industry and Science (DIS), Australian Government.

Further information is available on the DBT website: <http://www.dbtindia.nic.in>

## 1.2 PRIORITY AREAS

The priority areas of research for Round Nine of the *Indo-Australian Biotechnology Fund* are:

### **Food and agribusiness**

- Biotechnological interventions for improved agricultural productivity targeting food security
- Biotechnological interventions for soil improvement and remediation

### **Clean energy technologies**

- Bioenergy and biofuels

## 1.3 SUPPORT AVAILABLE UNDER ROUND NINE OF THE IABF

Support is provided under Indo-Australian Fund for S&T Cooperation in Biotechnology (*Indo-Australian Biotechnology Fund*) for **Bilateral collaborative research projects** involving Indian & Australian partners. An application should clearly demonstrate that the activities will 'add value by achieving something worthwhile that would not occur without the grant'.

***Collaborative Workshops will not be funded under round 9***

## 1.4 TIMELINES FOR ROUND NINE OF THE IABF

The call for applications under Round Nine of the IABF will be open for eight weeks. The round will open at 9.00 am (IST) **20<sup>th</sup> August, 2015**, and close at **5pm (IST) on 15<sup>th</sup> October, 2015**.

The table below summarises the steps and indicative timing for the selection process for Round Nine:

20 <sup>th</sup> August 2015	Round Nine opens for applications
15 <sup>th</sup> October 2015	Closing date for Round Nine applications
January 2016	Round Nine applications assessed and ranked by IABF Advisory Panel.
February/March 2016	Joint meeting between Indian and Australian Governments to negotiate on final set of projects to be supported.
February/March 2016	Joint public announcements made by Indian and Australian Governments on successful applications
April 2016	Contract negotiations with successful applicants
May/June 2016	Projects commence



**Please note the timeline that is subject to change. Please refer to the DBT website for notification of any changes for Round Nine (<http://www.dbtindia.nic.in>).**

## PART 2 – ELIGIBILITY REQUIREMENTS

### 2.1 ELIGIBILITY CRITERIA

To be eligible to apply for funding under the *Indo-Australian Biotechnology Fund*, the Indian applicant must:

- Submit an IABF application in one of the priority areas of research (for priority areas see *Part 1.2 Indo-Australian Biotechnology Fund*);
- Be one of the following ‘eligible organisations’ (or a consortium of eligible organisations):
  - Indian Education institution;
  - Indian Cooperative Research Centre / University;
  - Indian Public research company; \*
  - Indian Private research company; \*
  - Indian State/Territory-funded research organisation;
  - Indian not for profit research organisation; or
  - Other Indian incorporated entity; \*
- Be from an organisation that is registered for under DSIR, is incorporated or if a university, is exempt from income tax; and
- Have at least one Australian partner and confirmation from the implementing Australian agency that a corresponding application from that Australian partner has been received (this confirmation will be obtained by the Indian Government).
- IABF projects should ‘link Indian and Australian research institutions, as well as other end-user partners, collaborating on a single substantial project or conducting a range of research-related activities in a specified field. These Projects may be used as a catalyst to bring together leading institutions in India in a particular research field with Australian partners to help build research capacity and maximise the application, commercialisation and sustainability of research outcomes in support of economic growth and development in India. While not mandatory, involvement by industry or other end-user partners is strongly encouraged and funding will be aimed at Projects that can demonstrate a clear path to end use in support of economic growth and development in India and Australia.

*\* As per DBT norms of International industry R&D funding*



**Applicants must satisfy eligibility criteria to be considered for funding.**

## **PART 3 – FUNDING**

### **3.1 LEVEL OF FUNDING AVAILABLE**

Under the Indo-Australian Biotechnology Fund, the Indian Government will contribute towards the direct costs of bilateral activities in one of the priority areas for collaboration

Higher budget can be provided to projects which engage industry and other end user partners in research activities. Examples of an ‘end user’ partner include for-profit industry bodies and companies, not-for-profit organisations, non-government organisations and public sector agencies. End-users may be located in any country.

This must be taken into account when drafting the project plan and budget.

### **3.2 DURATION OF ACTIVITIES**

Projects may range from short bilateral collaborations to more complex projects spanning up to three years. Indian Government support will not be provided for activities undertaken or expenses incurred prior to the execution of a funding agreement

### **3.3 OTHER GOVERNMENT FUNDING**

IABF grants are not intended to duplicate support available from other sources, including other Indian Government funding mechanisms. Where applicants already receive Indian Government funding for their core activities, they will only be eligible if they can demonstrate that the activity for which funding is sought is additional to their core activities.

Applicants must list all current and requested funding under any other Government Funding scheme for all key personnel included in their proposal.

### 3.4 ELIGIBLE EXPENSES

The table below lists the expenses for which funding provided under the IABF for collaborative research projects can be used:

Expense	Notes
<b>International Travel:</b> International economy class return airfares for Indian researchers travelling to Australia to participate in meetings & activities related to the Joint project.	Note: International airfares for Australian researchers travelling to India will be met by the Australian Government
<b>Living Expenses:</b> Living expenses, including accommodation and meals, for Australian researchers travelling to India to participate in meetings and activities related to the joint project. <i>Living expenses, including accommodation and meals for Indian researchers travelling to Australia will be met by Govt. of Australia</i>	IABF will contribute a maximum of AUD\$300 per person per day, or AUD\$ 4,000 per person per month, whichever is the lesser amount. Note: Living expenses, including accommodation and meals, for Indian researchers travelling to Australia will be met by the Australian Government.
<b>Salaries:</b> Salaries and on-costs for Indian personnel/researchers employed specifically for the collaborative project (this includes postdoctoral and postgraduate researchers).	Note: The occupant of this position must reside in India. The maximum amount of funding provided per annum for each postdoctoral fellowship and postgraduate stipend in India must be consistent with prescribed DBT notional amounts
<b>Bench Fees:</b> Project-specific bench fees, consumables, special equipment, freight and access to facilities essential to the project.	N/A
<b>End-user expenses:</b> In the case of projects that demonstrate an active 'end user' partner (see part 3.5), activities including prototyping, commercialization, product design and testing, initial manufacture, and other translational activities	Note: these expenses are limited to end-user projects only

**NOTE:** Travel and living expenses combined must not exceed 20% of the total funds awarded.



## Other project-specific expenses

Any other project-specific expenses are subject to negotiation with the Department and considered in relation to the value of the projected benefit to India and Australia. Funding of other project-specific expenses is at the discretion of the Department.



**Funding sought for eligible expenses must be clearly itemised in the application form. Funding will not be awarded for any other expense except at the discretion of the Department where the applicant can demonstrate specific need for the expense.**

Please note that grants are intended to contribute towards the cost of eligible activities and are not intended to fully reimburse expenditure.

## 3.5 COSTS NOT ELIGIBLE FOR SUPPORT

The following activities/costs will not be funded for either workshops or research projects by the Indian Government:

Expenses not eligible for funding
Any activities, equipment or supplies that are already being supported through other sources (see Section 3.3).
Any cost incurred prior to the execution of a funding agreement with the Indian Government.
Costs that duplicate the in-kind support from the applicant or other participants in the project.
Capital expenditure for the purchase of assets such as office furniture, motor vehicles, computers, printers or photocopiers not directly related to the project.
Costs involved in the purchase or upgrade/hire of software (including user licenses) and ICT hardware (unless it can be used only for the project).
Administration/overhead and infrastructure costs e.g. <ul style="list-style-type: none"><li>capital expenditure for the purchase of assets such as office furniture, motor vehicles, and the construction, renovation or extension of facilities such as buildings and laboratories;</li><li>costs such as rental, renovations and utilities;</li></ul>
Indian project manager's salary and salaries for staff currently employed by the applicant organisation or a collaborating partner organisation,, including salary related expenses;
Staff recruitment and relocation costs.

International travel and living expenses for undergraduate and Masters students.
<p>Costs associated with the protection or patenting of intellectual property;</p> <ul style="list-style-type: none"> <li>• costs associated with market research for products or research carried out by surveys to assess the size of the market and the price of a particular service or product;</li> <li>• costs associated with marketing Projects, i.e. activities aimed at creating demand for goods and services of consumers, businesses and government;</li> </ul>
Costs associated with the internal preparation of finance and audit statements.
Debt financing.
<p>Indirect Costs</p> <ul style="list-style-type: none"> <li>• membership of professional organisations and groups;</li> <li>• non-Project-related staff training and development costs;</li> <li>• communications costs;</li> <li>• staff recruitment and relocation costs;</li> </ul>

***Researchers living expenses in Australia will be met by Australian Govt.***

IABF grants are not intended to duplicate support available from other Indian Government sources. Where applicants already receive Indian Government funding for their core activities, they will only be eligible if they can demonstrate that the activity for which funding is sought is additional to their core activities.

### 3.6 CASH AND IN-KIND SUPPORT FROM OTHER SOURCES

Applicants will be assessed on the level of support that they can procure from both Indian and Australian organisations (including the applicant's own organisation) for the collaborative research project and/or workshop (*see Part 4.2 – Assessment Criteria*).

There is no requirement for applicants to demonstrate that the Indian contribution (cash and/or in-kind) to the project matches or is more than the funding sought from the Indian Government.

Indian contributions to the project may be in cash and/or in-kind. The contributions may be from the applicant's own organization, or other Indian sources, for example, collaborative participants, industry contributions or contributions from other Indian Government funding sources. Salaries for Project Coordinator may also be included as an in-kind contribution.

In-kind contributions will be required to be detailed and costed. In-kind costs must be directly related to costs of delivering the activities of the project and can include salaries of staff for the time they are involved and other costs incurred for the duration of these activities.

## PART 4 – ASSESSMENT CRITERIA AND PROCESS



**Applications will be assessed on a competitive basis against the assessment criteria. Follow the guide below to ensure all criteria are answered effectively.**

### 4.1 NOTES ON THE ASSESSMENT CRITERIA

Provided that the Eligibility Criteria set out in *Part 2.1* have been met, applications under the *Indo-Australian Biotechnology Fund* will be assessed on a competitive basis against the following assessment criteria.

Responses to Criteria require supporting documentation to be provided with the application. The supporting documentation to be provided is described under each criterion. Each supporting document can be provided as an individual file, or if necessary, titled appropriately to indicate that multiple criteria are addressed within the one document.



**If a document addresses more than one criterion, clearly name the file to indicate which criteria are addressed.**

Apart from Criteria A and C, written claims against each assessment criterion must not exceed 300 words per criterion. Do not use overly technical jargon or refer to other sources such as websites for additional information. Acronyms or abbreviations must be spelt out in the first instance.

Criteria A, B and D are “shared criteria”, meaning they are equivalent in both the Indian and Australian applications. The claims addressing criteria A, B and D must therefore be consistent with the information in the Australian partner’s application to the Australian Government.

## 4.2 ASSESSMENT CRITERIA



**There are four assessment criteria which need to be addressed within the application:**

- A. The scientific merit of the proposed research activity including the potential of the anticipated outcomes to advance the knowledge base of the discipline, and its likely scientific impact.
- B. The ability of the project to maximize the application and commercialization research outcomes and contribute economic growth in India and Australia.
- C. Support for the Project from participating Indian and Australian organisations and the capacity of the partners to manage it and deliver the activities.
- D. The contribution of the project to building enduring India-Australia collaboration in priority area i.e. the value of collaboration between India and Australia.

Funding will be aimed at projects that can demonstrate a clear path to end use. An application should clearly demonstrate that the activities will ‘add value by achieving something worthwhile that would not occur without the grant’.

The following table provides a guide on how to address each of the assessment criteria.

<b>A. 30%</b>	<b>The scientific merit of the proposed research, including the potential of the anticipated outcomes to advance the knowledge base of the discipline; and its likely scientific impact.</b>
<b><i>The following documentation must be provided in support of this criterion:</i></b>	
<ul style="list-style-type: none"><li>✓ A written proposal of <b>no more than 10 A4 pages of Times New Roman, 12-point type)</b> addressing all of the headings, A1 – A6, below. All information contained in the proposal must be consistent with that provided to the Government of India by the Indian partner.</li><li>✓ Curricula vitae for both Indian and Australian key personnel identified under A7. No more than 4 pages for each person (<b>using the template provided in the application form on the DBT website</b>).</li><li>✓ A letter from the Australian partner confirming both that the proposal is jointly prepared, and that the Australian partner is submitting an equivalent proposal to the Government of Australia.</li></ul>	
<b>POINTS TO BE ADDRESSED IN THE WRITTEN PROPOSAL:</b>	
<b>NOTE: Proposal title:</b> Use the same title as the title in the Project Details page of the online application form. <b>The proposal title must be identical in both the Australian and Indian applications.</b>	
<b>A1. Aims and background:</b> Describe the aims of the proposed research collaboration in the context of recent international progress in the field of research,	

detailing how it will relate to, and benefit, work in the field. Refer only to papers that are available to national and international research communities. **(List the specific objectives of the proposal).**

**A2. Significance and Innovation:** Describe

- how the proposed activity is significant;
- the need for the proposed activity to address an important problem; and
- how the anticipated outcomes will advance the knowledge base of the discipline and/or address the problem.

**A3. Approach and methodology:** Outline the conceptual framework, design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the proposed research collaboration.

**A4. Roles and research capability of personnel:**

Summarise:

- the role, responsibilities and contributions of each Chief Investigator/Principle Investigator, Fellow and Partner Investigator, including the proportion of their time each will spend on this activity;
- the leading-edge research capability of the project's Indian and Australian partners which must be demonstrated by evidence of their academic awards and citations as contained in the submitted CVs, and/or other measures of research or innovation excellence (limit 300 words); and
- the roles and levels of involvement of other participants, such as technical staff, including the division of work between Indian and Australian investigators.

**A5. References cited:** Include a list of all references/documents cited in support of claims made against Criterion A, within the page limit of 10 A4 pages.

**A6. If End user is involved,** describe how the project will use the research for either commercial or public good and how the 'end user' partner will be actively involved in the project.

(A letter of support from the proposed end user demonstrating their involvement in the project is required).

**B 30%      The ability of the project to maximize the application and commercialization research outcomes and contribute economic growth in India and Australia.**

**B1. Expected outcomes and benefits resulting from the collaboration:** Describe the expected outcomes and the likely impact of the proposed research collaboration including the possible tangible benefits for the two sides, including:

- how the research collaboration might result in economic, environmental and/or social benefits for India and/or Australia; and
- how consortium members will ensure they collaborate effectively over the course of the project.
- the relevance of the Project to industry or other end-user partners;

- demonstrate a clear path to end use in support of economic growth and development in India and Australia, including the application and commercialisation of research outcomes; and
- explain how the long-term benefits of the Project outcomes will be sustained beyond the term of funding.

**B2. Details of governance arrangements, including intellectual property (IP) provisions.** Provide details of governance arrangements, including use of intellectual property (IP), the proposed ownership of IP generated by the project and strategies for protecting India's interests (limit 300 words).

*Demonstrate that you have thought about and planned the governance of the project and that set arrangements have been organised around the use of IP. For example a well-structured response will include more than one sentence stating that the Organisation's IP procedures will be followed. Outline how these will be applied in your application and make it clear to the assessors that a sound governance structure is in place*

**C. 30% Support for the Project from participating Indian and Australian organisations and the capacity of the partners to manage it and deliver the activities**

**POINTS TO BE ADDRESSED IN THE PROPOSAL:**

**C1. Research expertise of each partner organisation:**

- Explain why these Australian and Indian partners are the key organisations to be involved in this Project and how the collaboration will be managed.
- Demonstrate that the Project management arrangements are appropriate, including that any issues can be managed and key milestones met to ensure the objectives of the activity can be achieved.
- Summarise the support available from the partners for the Project.
- Summarise the research leadership and management credentials of the Project Manager and how the team will be managed.
- Demonstrate how Project members will ensure they collaborate effectively over the course of the Project.

**C2. Project Plan:**

- This should be presented as a mature plan ready for implementation, leading towards the overall Project objectives and include proposed timelines, milestones and project management arrangements. It will form the basis of the funding agreement between the Australian Government and successful applicants.

**The following documentation must be provided in support of this criterion:**

- ✓ *Project plan – a written Proposal (no more than 5 A4 pages of*

*Times New Roman, 12-point type) and Budget (using the template provided in the application form).*

**POINTS TO BE ADDRESSED:**

- *Your project plan should be presented as a mature research plan ready for implementation, leading towards the overall project objectives, include proposed timelines and milestones. It will form the basis of the funding agreement between the Australian Government and successful applicants.*

**C3. Budget**

*The indicative budgets for both the Indian and Australian partners should detail eligible expenses for which IABF funding is sought from the Indian Government (refer to 3.1& 3.4 Eligible Activities and Expenses) and should clearly detail in-kind contributions.*

***The following documentation must be provided in support of this criterion:***

- ✓ *Letter(s) of support from the applicant organisation and, if applicable, any other partner organisation(s), demonstrating and clearly articulating the organisation's financial support (cash and/or in-kind) for the project, and a commitment to engage in the research collaboration.*
- ✓ *Letter(s) of support from the Indian partner organisation and, if applicable, any other international partner organisations, demonstrating and clearly articulating the organisation's financial support (cash and/or in-kind), and a commitment to engage in the research collaboration.*
- ✓ *If including the 'end user' partner a letter of support from the 'end user' partner, demonstrating and clearly articulating the organisation's commitment to actively engage in the research collaboration.*

*All letters of support must be prepared on official letterhead and be signed by a person who is authorised to commit such support.*

**D.**  
**10%**  
**The contribution of the project to building enduring India –Australia collaboration in priority area i.e. the value of collaboration between India and Australia.**

- *Explain the strategy to maintain the momentum of this collaboration beyond the term of IABF funding, including the expected timeframe.*

***POINTS TO BE ADDRESSED:***

- ❖ *This criterion requires the applicant to demonstrate, in no more than 300 words, the level of support for the research project from Australian and Indian partners (including the applicant's own organisation).*

**Total**

**100%**



#### **ADDITIONAL NOTES:**

- *The supporting documentation must confirm and demonstrate claims. Support for the project may encompass either a financial commitment or an in-kind commitment.*
- *In-kind costs must be directly related to costs of delivering the activities of the project and can include salaries of staff for the time they are involved, and other costs incurred for the duration of the activity. The proportion of each staff member's time allocated to the project should be specified.*
- *An Australian partner organisation can include, though is not limited to, industry body/bodies, state governments, Australian universities, Australian Government research agencies and/or non-government sources.*
- *An 'end user' partner organisation can be either domestic or international and may include for-profit industry bodies and companies, not-for-profit organisations, non-government organisations and public sector agencies. The same organisation can be listed on both the Australian and Indian arms of the application.*

### **4.3 CONDITIONS RELATING TO ASSESSMENT CRITERIA**

The assessment criteria provide the basis for assessment of an application. It is the applicant's responsibility to provide all relevant information and documentation as required.

Please note that:

“Applicants may be asked to provide additional information to clarify any issues raised during the assessment process.”



**Supporting documentation is essential for the full assessment of your application. Plan your application ahead of time to ensure all required supporting documentation is uploaded by the due date. Documents will not be accepted after the closing date.**



## 4.4 SUPPORTING DOCUMENTATION

Below is a supporting documentation checklist to assist in preparation of your application.

Supporting Documentation	Has the document been provided in your application?
Detailed written proposal that demonstrates the scientific merit of the research collaboration.	<input type="checkbox"/>
Letter from the Australian collaborator confirming that the proposal is jointly prepared. The letter should state that the Australian collaborator agrees to submit an equivalent proposal to the Australian Government.	<input type="checkbox"/>
Curricula vitae of up to 4 pages for each of the key personnel (both Indian and Australian) identified under A7.	<input type="checkbox"/>
i) Detailed Project plan; ii) Indian budget and iii) Australian budget.	<input type="checkbox"/>
Letter of support from the applying organisation clearly articulating the organisation's financial support (cash and/or in-kind) for the project and commitment to engage in the research collaboration.	<input type="checkbox"/>
If applicable, letter of support from any other Indian partner organisations clearly articulating the organisation's financial support (cash and/or in-kind) for the project and commitment to engage in the research collaboration.	<input type="checkbox"/>
Letter of support from the Australian partner organisation clearly articulating the organisation's financial support (cash and/or in-kind) and commitment to engage in the research collaboration.	<input type="checkbox"/>
Letter of support from any other international partner organisations clearly articulating the organisation's financial support (cash and/or in-kind) and commitment to engage in the research collaboration.	<input type="checkbox"/>
Where applicable a letter of support from 'end user' partner clearly articulating the organisation's commitment to actively engage in the research collaboration.	<input type="checkbox"/>



**If only one letter of support from the primary Australian partner is uploaded, ensure that it satisfies all relevant requirements of Criteria mentioned.**

## 4.5 ELIGIBILITY CHECKS AND ASSESSMENT OF APPLICATIONS

All applications received by the notified closing date will be checked by the Department to determine whether they meet the eligibility criteria at *Part 2.1*. The application will then undergo a peer review process by an independent advisory panel against the assessment criteria at *Part 4.2*.

The advisory panel will be appointed by the Secretary, DBT. Panel members will be subject to standard conflict of interest requirements where necessary.

Drawing on the recommendations from the panel, the Indian and Australian Governments will negotiate on the final set of projects to be supported under the round. Their decision will be final.

The Contact Officer listed in the application will be notified in writing of the outcome of the assessment process and the list of successful applications will be published on the Department's website.

## 4.6 SUCCESSFUL IABF APPLICANTS

The Department will write to successful Indian applicants advising them of the level of funding the Indian Government will offer to support the project. Applicants must then enter into a funding agreement with the DBT that sets out the terms and conditions associated with the IABF funding.

The successful application will form the basis of the funding agreement and associated schedules which must include details of the project activities, budget, phases, and performance indicators for project reporting.

The Department will be the last signatory to the agreement and has no obligation to provide successful applicants with any funding until the funding agreement has been executed by both parties. Successful applicants must not start work on the project until the funding agreement is in place.

The Funding Agreement stipulates reporting obligations and relevant due dates. Reports must be submitted using the templates provided by. If the Recipient is unable to submit a report by the due date specified in the Funding Agreement, they must notify the Department prior to the due date. This notification must include the reason for the delay, which will be considered by the Commonwealth and may result in action being taken in accordance with the Funding Agreement.

## 4.7 ETHICS AND RESEARCH PRACTICES

Please visit website of the DBT for details on the policy on Ethics.

## 4.8 EVALUATION OF THE PROGRAM

Under the terms of the funding agreement, successful applicants will be required to participate in a broad evaluation of the program if requested to do so by the Department. This

evaluation, if conducted, will seek to identify the degree to which the program is meeting its objectives.

#### 4.9 UNSUCCESSFUL IABF APPLICANTS

Feedback on the overall round outcomes will be provided as part of the letter to all unsuccessful applicants.

#### 4.10 FEEDBACK

Feedback on the IABF is welcomed and can be submitted by email to [ssdiwan.dbt@nic.in](mailto:ssdiwan.dbt@nic.in)

## PART 5 SUBMISSION OF APPLICATION

### 5.1. SUBMITTING AN APPLICATION

Applicants for funding should submit this completed application form Fifteen (15) hard copies and a soft copy in a CD and one soft copy through single e-mail) with all relevant, clearly labelled attachments to the following address:

Dr. Suraksha S. Diwan, Scientist 'D'  
Department of Biotechnology  
Ministry of Science & Technology  
Block No:2, 7th Floor, Room No. 726  
CGO Complex, Lodi Road  
New Delhi – 110 003 INDIA  
E-mail address: ssdiwan.dbt@nic.in;

### 5.2 INFORMATION REQUIRED IN THE APPLICATION

The application contains the following pages and fields, which must be completed as described below:

#### 5.2.1 APPLICANTS' DETAILS

Organisation name and type: the eligible organisation (see Part 2.1 – Eligibility Criteria) being an Indian legal entity, which if successful, will enter into a contractual funding agreement with the Indian Government. Project Coordinator: the researcher who will manage the project. Contact Officer: the officer nominated to receive all correspondence in relation to the application, including the round outcomes. If the applicant is from a University, the Contact Officer must, where possible, be from the University's Research Office.

#### 5.2.2 PROJECT DETAILS

Project Title: limited to 200 characters or 25 words.

Activity Type: A collaborative research project.

Priority Area of Research: select the most appropriate priority area of research (see Section 1.2 –Indo-Australian Biotechnology Fund).

Proposed start date and finish date: please note that projects may only span up to a maximum of 3 years in duration.

Number of Indian and Australian personnel participating in the project.

Amount of Indian and Australian funding sought for the project.

Project Summary: provide a summary of the project, including aims and objectives. Use plain-English, non-technical terminology (maximum of 200 words).

Expected Outcomes: detail the anticipated outcomes of the project. Specify the key outcomes, including any joint publications, from the original IABF funded project - whether completed

or nearing completion and explain how the proposed project will bring the research closer to end-use stage. Use plain-English, non-technical terminology (maximum of 200 words).

Project Snapshot: provide a brief, non technical, overview of the project objectives which, if successful, may be used to publicly promote the project (maximum of 50 words)

### 5.2.3 PROJECT PARTNERS

Indian partner(s): provide contact details of each Indian partner.

Australian partner(s): provide contact details of each Australian partner.

### 5.2.4 PROJECT PLAN AND BUDGET

Project phase details : a maximum of 6 activities can be inserted and each must include:

- the activity name;
- funding sought for the activity from the IABF;
- a description of the activities to be undertaken during the activity, including a detailed costing/breakdown of eligible expenses to be supported using IABF funding. Part 3.4 - Eligible expenses and Part 3.5 - Costs not eligible for support outlines what expenses are eligible or ineligible for support;
- a list of the key personnel that will be involved in the activity;
- the expected outcomes from the phase activities; and
- measurable performance indicators against the phase activities.

Contributions: applicants do not need to demonstrate that the Indian contribution (cash and/or in-kind) to the project matches or is more than the funding sought from the IABF. However, the level of support (cash and/or in-kind) for the project from Indian and Australian organisations (including the applicant's own organisation) will be considered in the assessment of the proposal (see Part 4.2 - Assessment Criteria and Part 3.6 - Cash and in-kind support from other sources).

### 5.2.6 INTELLECTUAL PROPERTY RIGHTS

Applicants must provide details of the Intellectual Property (IP) issues in their applications. This includes both the use of IP in the project and the proposed ownership of rights of IP generated by the project as well as strategies for protecting India's interests. Where IP is likely to be generated by the project successful applicants will be required to conclude protocols or contracts with their Indian partners on the management of IP issues. These agreements should be in accordance with laws and regulations prevailing in India and Australia and provide for:

- adequate and effective protection and equitable distribution of any benefits from IP rights created in or resulting directly from cooperative activities (foreground IP rights),
- ownership of foreground IP rights to be allocated on the basis of respective contribution

and equitable interests,

- terms and conditions for the commercialisation and other forms of dissemination of the foreground IP rights, and
- adequate and effective protection of IP rights provided by the organisations, enterprises and institutions prior to or in the course of such cooperative activities, for example the licensing or utilisation of such IP rights on equitable terms (background IP rights).